
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)
REVENUE RECOVERY AND ACCOUNTING DIVISION - RESTITUTION SECTION
Permanent/Full-Time
\$4,111.00 - \$4,997.00
FINAL FILING DATE: UNTIL FILLED

All staff employed at the Victim Compensation and Government Claims Board are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible to our clients. Creativity and productivity are encouraged and every effort should be made to treat others fairly, honestly and with respect.

ESSENTIAL FUNCTIONS:

Under the direction of the Staff Services Manager I, Restitution Recovery Section, the AGPA administers the Victim Compensation and Government Claims Board's (Board) restitution program with contracted counties throughout the State of California to ensure restitution assessments are imposed in a manner consistent with the law.

Travel Required: 15% of time spent traveling throughout California to the various contracted counties in order to ensure compliance with the terms and conditions of the Criminal Restitution Contracts.

- Acts as liaison to District Attorneys' Offices and provides consultative services to ensure restitution is imposed in a manner consistent with the law.
- Assists and/or works independently in developing program evaluation methods and tools for conducting on-site review with contracted counties statewide, analyzes fiscal data, creates statistical reports and identifies measure of compliance.
- Recommends improvements to the section manager regarding restitution processes and/or procedures.
- Prepares evaluation reports for assigned county and makes recommendations to management for modification, continuance, or elimination of county contract(s).
- Coordinates restitution recovery activities with other restitution analysts both in-house and throughout the counties to maintain consistency with policies and procedures.
- Conducts training modules to various segments of the Criminal Justice System, including district attorneys, probation officers, judiciary, public defenders, county collection entities, and court staff regarding statutes and case law governing restitution in California.
- Plans, conducts quarterly meetings with the contract employees.
Assists and/or works independently in developing program policies, procedures, and/or evaluation tools in support of the Board's Restitution Program.

DESIRABLE QUALIFICATIONS:

- Strong analytical skills with the ability to work well under pressure.
- Desire to work in the criminal justice community and learn restitution law.
- Excellent communications skills, both oral and written with the ability to clearly articulate issues.
- Computer proficiency in Microsoft Word, Excel and Powerpoint.
- Ability to work well in a team setting, but have the ability to work independently.
- Training/Presentation knowledge, skills; and abilities.
- Ability to comprehend legal issues and present comprehensive, accurate, and creative oral and written arguments.
- Thorough and attentive to detail with the ability to comprehend legal issues and present a comprehensive response.
- Excellent attendance and interpersonal skills.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-510-5393-821

WHO MAY APPLY:

Candidates either currently at the AGPA level or have eligibility by way of list, transfer or reinstatement to the AGPA level. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and interest in this position. **Applications will be screened and only the most qualified will be selected for an interview.**

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48,
Sacramento, CA 95812-0048
(916) 324-3252
rjones1@vcgcb.ca.gov

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